



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

12451

L09-2

MAR 14 2006

POLICY STATEMENT 01-06

From: Commanding General

To: Distribution List

Subj: "YOU MAKE A DIFFERENCE" RECOGNITION AWARDS PROGRAM

Ref: (a) 5 U.S.C. 4503
(b) 5 CFR 451.104(a)
(c) LOGBASO 12451.1

Encl: (1) Informal Recognition Award Nomination Form
(2) Annual Report of Informal Recognition Awards

1. Situation. Reference (a) provides general authority to agency heads to incur necessary expenses for the honorary recognition of employees. Agencies make appropriate use of this authority by granting honorary awards for significant achievements, providing informal recognition items, and holding ceremonies and recognition events. Additionally, reference (b) states that an agency may grant "A cash, honorary, or informal recognition award, or grant time off" to an employee, as an individual or member of a group, on several bases.

2. Mission. This policy statement establishes guidelines for implementing an informal recognition awards program. The purpose of the subject award program is to foster employee-to-employee recognition across organizational elements for notable contributions and efforts resulting in a desired outcome. As outlined in reference (c), awards should recognize and reward employees in a timely manner for their contributions toward improved productivity and mission accomplishment. The "You Make a Difference" component expands this informal recognition policy by providing an opportunity for peer recognition. This informal recognition tool will be instrumental in quickly recognizing and reinforcing notable efforts and enhancing a culture of employee recognition and high performance.

3. Policy

a. Informal recognition awards are intended to recognize military and civilian employee contributions of lesser scope

Subj: "YOU MAKE A DIFFERENCE" RECOGNITION AWARDS PROGRAM

that might otherwise go unrecognized. Informal recognition awards typically have simpler approval procedures allowing for handwritten nomination forms and informal presentation settings which therefore may be awarded without delay.

b. Items used for informal recognition awards must be of nominal value.

c. The "You Make a Difference" award allows employees to recognize coworkers utilizing the same guidelines outlined herein. Employees will complete enclosure (1) and present it to the individual whose effort they wish to recognize. The individual will take the certificate to the central issue point and redeem the certificate for a gift card of nominal value.

4. Execution

a. Marine Corps Logistics Command (MARCORLOGCOM) Directorate/Department Directors and equivalent will:

(1) Ensure employees under their charge are aware of the importance of informal recognition awards and the "You Make a Difference" award program.

(2) Ensure that employees without regular access to computers have information about this program and the nomination forms.

(3) Ensure that the MARCORLOGCOM Headquarters (MARCORLOGCOM HQ) employees in Barstow, CA, have access to the program and a process to send completed nomination certificates to Albany for issuance of the award.

b. The Executive Deputy will:

(1) Ensure that the informal recognition awards program is monitored and audited at least quarterly.

(2) Establish procedures for central distribution and safeguarding of gift cards. Ensure that official records of gift card distribution is maintained. Notify appropriate departments when additional cards are needed.

Subj: "YOU MAKE A DIFFERENCE" RECOGNITION AWARDS PROGRAM

(3) Submit a list of all informal recognition award recipients by 30 December each year to the Civilian Human Resources Office using a format of enclosure (2).

c. Employees will complete enclosure (1) and present it to a deserving employee. Recipients will have provided notable service and/or assistance, and demonstrated an unusual degree of cooperation or assisted in a way that improved our ability to meet MARCORLOGCOM mission requirements. These efforts will be annotated on the certificate.

5. Command and Signal

a. Signal. This Policy Statement is effective immediately.

b. Command. This Policy Statement is applicable throughout MARCORLOGCOM HQ.



WILLIE J. WILLIAMS

Distribution: A



You Make A Difference!

From: _____ Code: _____

To: _____ Code: _____

Thanks for _____

PRESENTED BY _____ DATE _____

CERTIFICATE RECEIVED _____ DATE _____

Enclosure (1)

ANNUAL REPORT OF INFORMAL RECOGNITION AWARDS

[illegible]

Enclosure (2)